



**COUNTY OF SAN BERNARDINO
POLICY MANUAL**

No. 15-01

ISSUE 1

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By

EFFECTIVE 7/1/00

SUBJECT

EMERGING SMALL BUSINESS ENTERPRISE
PROGRAM

APPROVED

JON D. MIKELS

CHAIRMAN, BOARD OF SUPERVISORS

POLICY STATEMENT

It is the policy of the Board of supervisors to encourage the participation of Emerging Small Business Enterprises (ESBE) in County procurements. This policy is adopted to ensure that owners of ESBEs shall have the maximum opportunity to participate in the County's procurement programs.

POLICY AMPLIFICATION

SCOPE

This policy shall apply to all agreements, contracts and purchase orders for public works, equipment, materials or professional services from firms or individuals engaged in "for profit" business activities paid for in whole or in part out of County or Special Districts funds.

To the extent of any conflict between this policy and any requirements imposed by the federal or state as a condition of receipt of federal or state funds, the federal or state requirements shall prevail.

FUNCTIONS

All department, offices, agencies and Board-governed Special Districts will maximize the opportunity for ESBEs to compete for all County contracts.

The Human Resources Department, through the County Office of Contract Compliance, shall be responsible to:

1. Review directly or through authorized departmental coordinators all County contracts to assure compliance with this policy prior to Board submission.
2. Develop and maintain County-wide procedures to assure the proper implementation of this policy.
3. Annually report to the County Administrative Officer in writing on the following information:
 - a. Provide data required by the CAO to make recommendations to the Board of Supervisors.
 - b. Provide an analysis of the data presented to the CAO in written report format on an annual basis.
 - c. Provide recommendations to the CAO as to the strengths and weaknesses of the previous year's program activity.
 - d. Provide recommended actions to continually improve the quality of the program.

- e. The manager of the Emerging Small Business Enterprise program shall work in conjunction with County Departments to establish specific objectives for the contracting of work or procurement for such small businesses, dependent upon the availability of such businesses in the SBE Directory.

DEFINITIONS

Emerging Small Business Enterprise shall mean a business whose average gross annual receipts in three fiscal years immediately proceeding its application for registration does not exceed the following by industry or category:

<u>Industry Type</u>	<u>Annual Gross Receipts</u>
General Construction Contractor	8 million
Specialty Construction Contractor	3 million
Professional A/E	2 million
Professional Other	2 million
Retail Trade	2 million
Services	2 million
All Other Businesses	2 million

PROCEDURES MANUAL

A Standard Operating Procedures (SOP) manual will be developed for the program implementation.